OntarioLearn Policy

POLICY TYPE:	Administrative
POLICY TITLE:	Course Section Maximum Policy
POLICY NO.:	ADMIN-005
RESPONSIBILITY:	OntarioLearn Policy Committee
POLICY APPROVED BY:	OntarioLearn Board of Directors
EFFECTIVE DATE:	November 2011
REVISED:	October 2014
REVIEW DATE:	October 2018

Introduction

It is recognized that the optimal course section size varies from course to course and may be impacted by the course design; a workload arrangement between the host college and their instructor, or other circumstances.

Purpose

This policy outlines the structure by which a host college can establish course section limits for the courses that they host through OntarioLearn.

Definitions

Host college: The College who owns/delivers the course.

Policy statements

1. Host colleges determine the course section maximums for the courses that they host through OntarioLearn for each intake.

2. Host colleges confirm all course section maximums with the OntarioLearn Administrator no later than one week prior to the intake start date.

3. Any course placed on a Level 1 Status or Level 2 Status by the OntarioLearn Executive as part of the normal "Course Evaluation and Review" may be subject to course section size limitations until any instructor, course design or usability issues are adequately addressed.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

1. It is the responsibility of the host college to ensure their course section size information is up-to-date and accurate for each course offering.

2. It is the responsibility of the host college to monitor their course section sizes during registration periods to ensure OntarioLearn is accurately enforcing their course section requirements.

Non-compliance implications

Non-compliance can affect the ability of OntarioLearn Administration to accurately process student account activations, affect student ability to access their course(s) and impact help desk service level targets.

Related policies, procedures and directives

Course Section Maximum Procedures (ADMIN001.1)